

**Dixon Public Library
Board of Trustees Regular Meeting
July 14th, 2025 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

President Kevin Marx called the meeting to order at 5:30 p.m.

2) Attendance Roll Call

Present: Mayor Glen Hughes, Library Director Kathleen Schaefer, Library Trustees Terry Dunphy, Nikki Graff, Nick Haws, Tracey Lawton, Carol Linkowski, Kevin Marx, and Connor Self

Absent: Library Trustees Rachel Cocar and Marcella Kitson

3) Oath of Office for new and returning trustees

Mayor Glen Hughes was present to swear in newly appointed Library Trustee Carol Linkowski and returning Library Trustees Nikki Graff and Nick Haws.

4) Citizens' Comments and Correspondence

None

5) Trustees' Comments

None

6) Approval of Minutes from June 9th, 2025

Nick Haws made a motion to approve the minutes from the June 9th, 2025 Dixon Public Library Board of Trustees meeting, seconded by Terry Dunphy. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: abstain
Kevin Marx: aye
Connor Self: aye
The motion was carried.

7) President's Report

President Kevin Marx directed attention to Director Schaefer's report and to additional business items coming up later in the evening.

8) Library Director's Report

Director Kathleen Schaefer gave updates and asked for board input on some items in her written report.

9) Treasurer's Report

President Marx presented the board with recommendations for 2 CDs maturing in July. Nick Haws made a motion to reinvest maturing CD #7650 at Sauk Valley Bank into a new certificate at SVB for 7 months at 4.025% interest, and to roll over maturing CD #2751 at Community State Bank into a certificate at CSB for 9 months at 3.75% interest. Connor Self seconded the motion. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

Tracey Lawton made a motion to approve Trust Fund Bills and Expenditures for June 2025, seconded by Nick Haws. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

10) Ratification of Library Invoices, Expenditures, and Financial Reports for June 2025

Connor Self made a motion to ratify Library Invoices, Expenditures, and Financial Reports for June 2025, seconded by Tracey Lawton. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

11) Reports from Standing Committees

i) Building & Grounds: none

- ii) Personnel & Salaries: none
- iii) By-laws, Policies & Procedures: none
- iv) Technology & Technology Resources: none
- v) Finance & Budget: none

12) Regular Calendar Business

a) Committee Appointments-

President Marx directed the board to the chart showing committee assignments and open slots. New committee assignments are as follows:

Building and Grounds: Nick Haws, Marcella Kitson, Rachel Cocar

Personnel and Salary: Nikki Graff, Connor Self, Terry Dunphy

By-laws, Policies and Procedures: Nikki Graff, Carol Linkowski, Kevin Marx

Technology and Technology Resources: Nick Haws, Rachel Cocar, Tracey Lawton

Finance and Budget: Marcella Kitson, Connor Self, Kevin Marx

13) Unfinished Business

a) Election of Officers for 2025-26-

Connor Self distributed ballots for the election of Board Officers as proposed by the Nominating Committee during the June meeting. Votes were cast and tallied. The officers for 2025-26 are as follows:

President- Kevin Marx

Vice President- Nick Haws

Secretary- Nikki Graff

Treasurer- Marcella Kitson

14) New Business

- ### **a) Consider and approve alarm and fire protection system monitoring proposal-**
- Director Schaefer presented the Board with proposals from Alarm Detection Services and Johnson Controls for 60 month contracts for fire alarm inspections and monitoring. Following discussion, Tracey Lawton made a motion to accept the proposal from Alarm Detection Services for a 60 month contract for fire alarm inspections, fire alarm monitoring, and panic alarms. Terry Dunphy seconded. A roll call vote was taken.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

- b) Consider and approve preventative maintenance proposal for downspouts-
Following discussion, Nick Haws made a motion to accept the proposal from Sterling Commercial Roofing for semiannual preventative maintenance for downspouts, seconded by Connor Self. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

- c) Consider and approve architectural agreement for lower level remodeling project-
Before action was taken on this item, Director Schaefer took the Library Trustees on a brief tour of the lower level to show where the architect had marked the location of the hallway which will lead to the remodeled area. President Marx then presented the new contract from Willett, Hoffman & Associates, updating the one made 3 years ago. Following discussion, Tracey Lawton made a motion to approve the architectural agreement for the lower level remodeling project, seconded by Connor Self. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: abstain
Kevin Marx: aye
Connor Self: aye
The motion was carried.

- d) Consider and approve Director's Office renovation plan and budget-
A decision was made to table this item until the next meeting.

- e) Meeting notice and agenda compliance discussion-
A decision was made to table this item until the next meeting.

15) Other Business

None

16) Executive Session (if needed)

None

17) Adjournment

Tracey Lawton made a motion to adjourn the meeting, seconded by Connor Self. The meeting adjourned at 6:42 p.m.

Respectfully submitted,

Nikki Graff